



**REPUBLIC OF THE PHILIPPINES
PROVINCE OF BULACAN
CITY OF SAN JOSE DEL MONTE BULACAN**

Office of the City Mayor

Barangay Poblacion, City of San Jose del Monte, Bulacan

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Administrative Order No. 002-03-20

**"GUIDELINES IN THE IMPLEMENTATION OF THE FOUR-DAY
WORKWEEK FOR THE EMPLOYEES OF THE CITY GOVERNMENT OF
SAN JOSE DEL MONTE, BULACAN, FOR THE DURATION OF THE
STATE OF PUBLIC HEALTH EMERGENCY"**

In the interest of public service and pursuant to Presidential Proclamation No. 922 dated March 8, 2020 *"Declaring a State of Public Health Emergency Throughout the Philippines"* and Civil Service Commission Resolution No. 2000481 promulgated on March 11, 2020 adopting the *"Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency"* and to help prevent the spread of Corona Virus Disease-2019 (Covid-19), the following guidelines on the four-day workweek shall be adopted in all Offices of the City Government of San Jose del Monte, Bulacan:

1. All offices shall observe a four-day (4-day) workweek whereby the employees' workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours. Hence, concerned employees shall report to work from Monday to Thursday and work from 8:00 am to 7:00 pm exclusive of meal periods. Friday shall be an additional rest day of such employees.
2. Offices providing essential services such as the Ospital ng Lungsod ng San Jose del Monte, City Health Office, City Disaster Risk Reduction Management Office, City Social Welfare and Development Office, Public Order and Safety Office and City Traffic Management Office are exempted from the observance of the four-day work week schedule.
3. Offices in the Financial Cluster (City Budget Office, City Treasury and City Accounting Office) shall deploy a skeletal workforce, adopting a shifting of staff assignment by allowing one day day-off (on either Monday, Tuesday or Wednesday) by concerned personnel who will perform skeletal workforce duty on Friday, likewise from 8:00am to 7:00pm.
4. All previously approved flexible time work schedules (i.e. 7:00am to 4:00pm or 9:00am to 6:00pm) are hereby recalled to strictly conform to the new 8:00 am to 7:00 pm work schedule.



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5. Employees who will report to work beyond 8:00 am shall be considered tardy and those who do not complete the ten (10) hours in one (1) workday shall be considered undertime. Offsetting of tardiness or undertime shall not be allowed.
6. One (1) day absence shall be considered as a 10-hour absence and shall be correspondingly deducted from the employee's leave credits.
7. Employees who are required to report for work on their scheduled day-off/rest day shall be entitled to 1.5 days compensatory time-off.
8. All overtime privileges will be limited to the *"performance of essential public services during emergency or critical situations that would require immediate or quick response or "in the conduct of relief, rehabilitation, reconstruction and other works or services during calamities and disasters"*, as embodied in Administrative Order No. 001-03-20 dated March 2, 2020.
9. This alternative work arrangement shall take effect starting March 16, 2020 and shall be in force during the entire period of the national public health emergency.

These internal guidelines governing the implementation of the alternative work arrangements shall be submitted to the Civil Service Commission Regional Office No. 3, City of San Fernando, Pampanga for record purposes.

Further, the City Human Resource Management Office shall be responsible for the monitoring of the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.

This Order is issued this 12th day of March 2020.

For compliance.



ARTURO B. ROBES
City Mayor